



Mr J Wiggs
Manor Barn
227 Manor Way
Aldwick
West Sussex
PO21 4HT

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: AW/315/13/TC
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Wiggs

10th December 2013

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Tree Preservation) (England) Regulations 2012
Application for Works to Tree(s) on trees subject to a Tree Preservation Order (TPO)

Development Trim 1 No Evergreen Oak tree
Location Manor Barn 227 Manor Way Aldwick

Thank you for your recent application which I received on 27th November 2013. It is being validated by Mrs D Johnson who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Please state if you are an Authority Employee/Member or related to a member of staff, an elected member, related to a member of staff or related to an elected member.

Please state, in metres, for a crown reduction or crown lifting, the amount of proposed surgery or if crown thinning, please state the amount as a percentage. Also, please be specific if crown reduction, crown thinning or crown lifting.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **24th December 2013** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration